



Expenses Claim Form

Name	
Role QC/Barrister/Lay Panellist/Clerk	
Address	
Reason for Claim	

Travel (Public transport – standard class only. Car mileage - for current rates please refer to Expenses Policy. The use of taxis is strictly limited to exceptional circumstances. The reason for using a taxi should be explained briefly on the expenses claim form.)

Date(s)	Mode (Train, bus etc.)	From	To	Total (£) including VAT
Total				

Subsistence

Date(s)	Description	Total (£) including VAT
Total		

Fees

Date(s)	Description: QC / Barristers / Lay Panellist – half day £150, whole day £300. Clerk – half day £100, whole day £200.	Total (£) including VAT
Total		

Other (printing, congestion charge, hospitality etc.)

Date(s)	Description	Total (£) including VAT
Total		

Authorised (Overnight) Accommodation

Date(s)	Description	Total (£) including VAT
Total		

Please note all claims must be accompanied by original receipts

Grand Total (£)	
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Claimant	
Signed	
Date	

COIC Use Only			
Confirmed		Paid	
Date		Date	
Authorised		Cheque no (if applicable):	
Date			